

BROOKHAVEN NATIONAL LABORATORY GENERAL CLINICAL RESEARCH CENTER POLICY SUBJECT: Custodial Services	GCRC POLICY: IC-11	PAGE 1 OF 2
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1.0 **PURPOSE AND SCOPE**

This document describes the procedures to be followed by custodial staff when cleaning within the CRC, satellite facilities and remainder of the building 490.

2.0 **MATERIALS**

Buckets, wringers, wet mops, disinfectants, treated dust mops, regular dust mops

3.0 **PROCEDURE**

3.1 Wet mopping:

Use single bucket. Separate or double buckets contain detergent solution and rinse water and are identified accordingly.

3.2 Cleaning Agents

- a) Use D.M.Q. Damp Mop Neutral Disinfectant cleaner and warm water for floors in subject areas and satellite facilities. (MSDS - Attach 4.6)
- b) Use Spartan Damp Mop for regular bathrooms, halls, labs, offices, etc. (MSDS - Attach 4.8)
- c) Toilet agent Spartan NABC for toilet fixtures. (MSDS - Attach 4.7)
- d) Follow manufacturer's instructions for use.

3.3 Cleaning Patterns:

NOTE: Follow the floor cleaning pattern and schedule for rooms specified in Attachments 4.2 – 4.5.

- a) Clean ~~from~~ least-contaminated ~~to~~ most-contaminated areas.
- b) Remove loose dirt/debris with dust mop in subject areas - be sure it is treated.
- c) Change solutions as shown on individual floor plans (Attachments). Mop heads should be rinsed thoroughly. The amount of contamination shall determine the change of mop heads and solution.
- d) For floors, avoid situations which allow microorganisms to proliferate in cleaning equipment or supplies.
 - i) Wash and dry reusable mops, cloths, etc. after use
 - ii) Use double-buckets (alternate method—apply agent with sprayer or sprinkling can; use mop to clean and pick up solution).
 - iii) Store buckets dry when not in use.
- e) Avoid cleaning methods that generate dust.
 - i) Use wet-mopping procedures.
 - ii) Perform damp washing.
 - iii) Use treated dust mop
- f) Reduce potential contamination.
 - i) Have personnel wear gloves during procedure and safety glasses where splashes may occur.
 - ii) Wash hands after cleaning each area.
 - iii) Clean reusable mops frequently, store dry between uses.
 - iv) Dry sweeping shall not be used, except for remainder of building.
 - v) Use agent full-strength for interior of toilet fixtures (water in bowl will dilute agent)

3.4 Frequency of cleaning:

Follow Attachment 4.1

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4.0 ATTACHMENTS

- 4.1 Schedule for damp and wet mopping
- 4.2 PET Facility floor plan
- 4.3 CRC Lobby/Clinical Lab
- 4.4 Block 9
- 4.5 Pavilion 1
- 4.6 MSDS –D.M.Q. Damp Mop
- 4.7 MSDS - Spartan Bathroom Cleaner
- 4.8 MSDS - Spartan Soap

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